

## PAYROLL SPECIALIST

## **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of technical and professional duties involved in the processing of the City's payroll and provide critical assistance to the Payroll Supervisor for the City's payroll process.

## **Supervision Received and Exercised:**

Receives general supervision from the Payroll Supervisor or other managerial staff. Payroll Specialist is expected to work with a great deal of independence, receiving occasional instruction or assistance as new or unusual circumstances arise.

## **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Duties may include, but are not limited to, the following:

- Provide critical assistance to the Payroll Supervisor in order to process Citywide payroll and manual payroll checks.
- Review payroll runs, analyze error reports and make adjustments to resolve problems; process, review and correct retroactive payments and deductions.
- Review timesheets from all City departments to ensure accuracy, completeness, authorization; reconcile timesheets to payroll system reports;
- Audit leave time to ensure adherence to the City's leave policy;
- Reconcile all payroll liabilities to general ledger and prepare adjusting journal entries.
- Administer the tuition reimbursement program in accordance to policy and coordinate the payment of tuition reimbursement.

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- Calculate wage assignments including garnishments, child support deductions, tax levies etc.; answer City staff inquiries regarding wage assignment issues.
- Process termination checks in compliance with various governmental guidelines and pension plans.
- Set up employee direct deposit and monitor employee direct deposit entry in HRMS Peoplesoft self service.
- Monitor unclaimed payroll checks
- Maintain a working knowledge of the City's payroll system and payroll related system setup.
- Assist in research and remain current on federal and state payroll tax law changes, retirement, benefits, wage assignments and other applicable laws and regulations affecting payoll.
- Perform complex Public Safety Retirement earnings calculations for potential retirement and DROP
- Sort paychecks for distribution to City departments.
- Advise City staff and the general public regarding issues/questions relative to payroll processing and paycheck inquiries including adherence to City policy relative to earnings and deductions.
- Participate in PFP and market study process as related to payroll
- Assist with applying and monitoring MOU / bargaining agreements applicable to payroll.
- Participate in Citywide payroll training, and assist with the development of training materials/resources. Trains new payroll timekeepers.
- Primary back up for Payroll Supervisor; process entire payroll on a rotating basis, ability to process payroll in supervisor's absence including paycheck issuance, remittance of withholding liabilities to federal government and other outside agencies; prepare quarterly and annual tax reports.
- Perform other duties as assigned.

# **Experience and Training Guidelines:**

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Three years experience in payroll.

### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, or related field.

### Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 173

FLSA: Exempt